

**CODE: 1775**  
**FLSA: NON-EXEMPT**  
**GRADE: 11**

**TOWN OF VIENNA, VIRGINIA**  
**JOB DESCRIPTION**

**JOB TITLE: COMMUNICATIONS AND RECORDS COORDINATOR**  
**COMMUNICATION DIVISION**  
**POLICE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of telecommunication and record keeping work in receiving and interpreting information through telecommunications equipment and verbally dispatches the information received to aid in expediting the protection of the general welfare and safety of the public. Work involves monitoring radio and telephone at all times while completing other duties; processing VCIN/NCIC information; reviewing and/or approving reports; providing report confirmation/copies; performing data entry; disseminating and maintaining files; maintaining records and certification files; entering and maintaining parking citations; and performing computer entry and monitoring. Reports to the Lieutenant.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Serves and performs as a Dispatcher.

Maintains and updates the Communications Training Program.

Receives all expungement orders issued by court regarding criminal arrests; processes those orders by expunging all information from every file relating to the case; seals those records as required by law; maintains record of all expungement that the department has ever processed.

Assists the Lieutenant in processing all subpoenas duces tecum for copiers of investigating reports.

Serves as the Terminal Agency Coordinator; remains in constant communication with the State Police Department for all updates, etc.; ensures terminal operators are provided with information.

Instructs, leads, guides, and trains new or less experienced dispatchers and Police Officers in handling emergency and non-emergency calls for the department; handles complex situations and problems.

Monitors radio responsible for listening to all radio transmissions; responds to any traffic directed to dispatch.

Answers telephones according to level of importance; determines if callers are located within the Town of Vienna's jurisdiction; refers to correct agency if needed; obtains information from the

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caller; dispatches information received from caller to area unit on the radio; dispatches back-up units if necessary.

Responds to Officer's requests.

Enters, updates, and adds call data into CAD system.

Verifies that Officers are safe once they are on location at the scene.

Prepares and responds to VCIN/NCIC Teletype messages.

Assigns Teletype messages sequential numbers; records sequential numbers into VCIN/NCIC journal.

Assists citizens at front counter or at lobby telephone after hours.

Monitors security cameras.

Advises supervisor of any call outs; provides update regarding staffing.

Enters sick leave calls into "sick leave journal".

Calls out duty officer for after hour emergencies.

Enters daily shift line up into the computer.

Processes driver transcripts for Officer's court use.

Monitors fax machine for incoming faxes; distributes or files faxes to employees.

Monitors emergency management network computer.

Notifies military of interaction with any personnel; notifies Public Information Officer and Deputy Chief of incidents such as homicide, suicide, felonious assault, rape, abduction, other sexual offense, serious injury, assault with firearms, etc.

Maintains help/telephone number information binder.

Assists Animal Control Officer in returning lost animals to owners.

Processes and disseminates criminal history requests.

Maintains all warrants obtained and sent by the Department by logging warrants, completing all necessary forms and paperwork for each warrant, entering each warrant into the in-house computer system, and sending the warrant to be served.

Enters all wanted felons into the NCIC/VCIN computer system within seventy-two hours as required by law; works with the Commonwealth Attorney's Office in determining extradition authorization for felons that have active warrants who located in other states.

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Maintains NCIC/VCIN files such as wanted/missing people, stolen vehicles/license plates, stolen articles, administrative license suspensions, protective orders, stolen guns, stolen boats, etc.; reviews every VCIN operator's entries for accuracy.

Reviews Teletype entry and criminal history logs to ensure proper tracking of all NCIC/VCIN transactions.

Receives and/or reviews various records and reports such as calls for service, information provided by other agencies and jurisdictions, incoming NCIC/VCIN teletypes, warrants, arrests and dispositions, expungement orders, etc.

Prepares and/or processes various records and reports such as lookouts for crimes, validation of active wants/warrants, driver transcripts, criminal history checks, timesheets, etc.

Refers to Virginia Code, VCIN/NCIC manuals, Department of Criminal Justice Services, general orders, CAD case reports, Dispatch help book, language line instructors, telephone number list, computer screen, etc.

Operates a variety of equipment such as copier, fax machine, telephone, radio, security cameras, computer, etc.

Uses a variety of tools such as scissors, writing instruments, intercom, door system, maps, etc.; a variety of supplies such as files, journals, ink cartridges, general office supplies, etc.; and a variety of computer software such as VCIN/NCIC, Vesta telephone system, Mobil Tech, Cisco, VIN Assist, G-Link, Criss-Cross Plus, Turchetta, etc.

Interacts and communicates with various groups and individuals such as the Sergeant, Lieutenant, co-workers, other Police agencies, Town employees, other departments, other Instructors, vendors, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Serves as Coordinator of the American Heart Association Training site; works with the Fairfax County Fire Academy to maintain all records, updates, etc.; trains and certifies new CPR Instructors; trains and certifies Police Officers and Town employees in CPR/AED; maintains all CPR/AED training files for the Town; maintains the departments AED's to ensure they are in working order and have the necessary equipment; submits reports and disc to the Fairfax County Fire and Rescue Academy after all incidents when an AED is used; provides training as necessary to Police personnel regarding exposure control and bloodborne / airborne pathogens; ensures Police cruisers are equipped with personal protective equipment; purchases medical and protective equipment.

Installs/inspects child safety seats; completes the appropriate report; provides information to parents/guardians in person or by telephone regarding child passenger safety; researches recalls for child safety seats; purchase necessary equipment for program; maintains the forms for the program; enters all reports into the Records Management System.

Instructs at the Northern Virginia and Fairfax County Police Academies.

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Assists in designing and updating Communication classes at the Northern Virginia Police Academy.

Provides assistance to other departments with their training when needed.

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Attends in-service training and required Town meetings.

Covers shifts as needed due to illness, leave of other employees, or Town events.

Accepts donations of cell phones on behalf of Police Department.

Assists citizens with relinquishing weapons and ammunition.

Monitors exchanges of juveniles between estranged parents.

Assists with accepting donations for Santa's ride.

Accepts and enters "house check" forms for citizens who will be out of town.

Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing systems, etc.

Performs other related duties as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by four to five years of telecommunications experience with the Town; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the Town.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including telephone, copier, NCIC computer, facsimile machine, radio, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of policy and procedure manuals, computer manuals, maps, etc. Requires the ability to enter data into computer and prepare records, reports, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to use influence systems in staff leadership; to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions, to teach employees. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds, and in using law enforcement and emergency medical terminology.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

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### PERFORMANCE INDICATORS

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Communication Division of the Police Department as they pertain to the performance of duties of the Communication Records Coordinator. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the organization of the Town and of related departments and agencies. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Is able to provide effective leadership, and training to co-workers. Is able to provide efficient, effective, and professional service to officers and the public. Has considerable knowledge of the methods and procedures of police/emergency medical communications, including E-911, and radio communications. Has considerable knowledge of and skill in the use of communications equipment. Has knowledge of departmental rules and regulations regarding the use of radio equipment and of maintaining contact with officers and various agencies. Has knowledge of the layout of Town roads and of the locations of various neighborhoods; is able to read, interpret, and understand Town maps. Is able to communicate via radio and telephone in a clear and concise manner. Is able to communicate effectively with members of the public and deal with the public in a professional manner. Is able to obtain accurate information when dealing with callers who are upset, afraid, injured, etc. Is able to transmit accurate information. Is able to give accurate direction over the telephone and radio, providing the shortest route possible to emergency scenes. Has knowledge of modern office practices and equipment. Has knowledge of modern office practices and techniques; has knowledge of and skill in the use of computers for data and word processing and records management. Has knowledge of proper English usage, vocabulary, punctuation, and spelling. Has knowledge of basic mathematics. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Has knowledge of how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Has knowledge of principles and practices of record keeping. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of the occupational hazards and safety precautions of the trade. Is capable of working under stressful conditions as required. Has knowledge of how to react calmly and quickly in emergency situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities".

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

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**Attendance:** Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.